

Old #	Standard	ACADEMIC		
		AA		SPEAKING AND LISTENING
AA006	Develop effective communication skills that include listening, active listening and nonverbal skills	AA	1	Utilize effective verbal and non-verbal communication skills
AC003	Apply verbal skills to obtain and convey information (e.g., ask relevant questions, interpret others nonverbal cues, give verbal directions and defend ideas objectively)			
AA009	Demonstrate proper speaking and presentation characteristics	AA	2	Participate in conversation, discussion, and group presentations
AA008	Organize and deliver a persuasive oral presentation			
AA007	Implement new process steps given oral instructions	AA	3	Communicate and follow directions/procedures
		AA	4	Communicate effectively with customers and co-workers
		AB		READING AND WRITING
AC007	Read to acquire meaning from written material and to apply the information to a task (e.g., extract relevant information from written materials)	AB	1	Locate and interpret written information
AA003	Read and process information and follow instructions	AB	2	Read and interpret workplace documents

AA004	Read material and describe concepts			
		AB	3	Identify relevant details, facts, and specifications
AC004	Record information to maintain and present business activity (e.g., utilize note making strategies, organize information, select and use appropriate graphic aids)	AB	4	Record information accurately and completely
AC002	Use correct spelling, grammar, and punctuation	AB	5	Demonstrate competence in organizing, writing, and editing using correct vocabulary, spelling, grammar, and punctuation
AC001	Write with accuracy, brevity, and clarity using appropriate terminology	AB	6	Demonstrate the ability to write clearly and concisely using industry specific terminology
AC005	Prepare internal and external technical writing to convey and obtain information effectively (write professional e-mails, write executive summaries, prepare complex written reports, business plan)			
		AC		CRITICAL THINKING AND PROBLEM SOLVING
ED001	Analyze information in order to solve problems and questions	AC	1	Utilize critical-thinking skills to determine best options/outcomes (e.g., analyze reliable/unreliable sources of information, use previous experiences, implement crisis management, develop contingency planning)
ED002	Utilize critical thinking skills to determine best options/outcomes			
ED003	Explain the need for innovation/creative skills	AC	2	Utilize innovation and problem-solving skills to arrive at the best solution for current situation
		AC	3	Implement effective decision-making skills
		AD		MATHEMATICS

AB001	Apply basic math function to solve problems	AD	1	Perform basic and higher level math operations (e.g., addition, subtraction, multiplication, division, decimals, fractions, units of conversion, averaging, percentage, proportion, ratios)
AB004	Calculate with percents, rate, ratio, and proportion			
AB002	Convert fractional measurement to decimal measurement	AD	2	Solve problems using measurement skills (e.g., distance, weight, area, volume)
AB003	Compute within measurement systems (e.g., linear, volume, area, weight)			
AB005	Same Verbiage	AD	3	Make reasonable estimates
AB006	Interpret and construct graphs from statistical data	AD	4	Use tables, graphs, diagrams, and charts to obtain or convey information
		AD	5	Use deductive reasoning and problem-solving in mathematics
		AE		FINANCIAL LITERACY
		AE	1	Locate, evaluate, and apply personal financial information
		AE	2	Identify the components of a budget and how one is created
		AE	3	Set personal financial goals and develop a plan for achieving them
		AE	4	Use financial services effectively
		AE	5	Demonstrate ability to meet financial obligations
		AF		INTERNET USE AND SECURITY
		AF	1	Recognize the potential risks associated with Internet use
		AF	2	Identify and apply Internet security practices (e.g., password security, login, logout, log off, lock computer)
OH004	Demonstrate ethical use of technologies	AF	3	Practice safe, legal, and responsible use of technology in the workplace
		AG		INFORMATION TECHNOLOGY
AA005	Posses basic computer skills	AG	1	Use technology appropriately to enhance professional presentations
		AG	2	Demonstrate effective and appropriate use of social media
		AG	3	Identify ways social media can be used as marketing, advertising, and data gathering tools
		AH		TELECOMMUNICATIONS
		AH	1	Select and use appropriate devices, services, and applications to complete workplace tasks

AA002	Demonstrate appropriate etiquette when using e-communications (e.g., cell phone, e-mail, blackberries)	AH	2	Demonstrate appropriate etiquette when using e-communications (e.g., cell phone, e-mail, personal digital assistants, online meetings, conference calls)
EMPLOYABILITY				
		EA		POSITIVE WORK ETHIC
EA003	Same Verbiage	EA	1	Demonstrate enthusiasm and confidence about work and learning new tasks
EA001	Demonstrate personal work ethic, attendance, promptness, and willingness to follow instructions	EA	2	Demonstrate consistent and punctual attendance
		EA	3	Demonstrate initiative in assuming tasks
		EA	4	Exhibit dependability in the workplace
		EA	5	Take and provide direction in the workplace
		EA	6	Accept responsibility for personal decisions and actions
		EB		INTEGRITY
EA011	Follow internal policies and procedures	EB	1	Abide by workplace policies and procedures
EC010	Demonstrate honesty and integrity	EB	2	Demonstrate honesty and reliability
EB002	Identify good ethical characteristics and behaviors	EB	3	Demonstrate ethical characteristics and behaviors
EB003	Differentiate between good and poor business ethics			
EB007	Maintain confidentiality and sensitivity of company information	EB	4	Maintain confidentiality and integrity of sensitive company information
		EB	5	Demonstrate loyalty to the company
		EC		SELF-REPRESENTATION

EA004	Demonstrate appropriate dress and hygiene for successful employment	EC	1	Demonstrate appropriate dress and hygiene in the workplace
		EC	2	Use language and manners suitable for the workplace
EA005	Demonstrate the ability to act in a polite and respectful way toward co-workers	EC	3	Demonstrate polite and respectful behavior toward others
OC003	Explain how employee performance is evaluated	EC	4	Demonstrate personal accountability in the workplace
		EC	5	Demonstrate pride in work
		ED		TIME, TASK, AND RESOURCE MANAGEMENT
EA002	Recognize the importance of time management	ED	1	Plan and follow a work schedule
OC007	Plan and manage work schedules			
EA006	Demonstrate the ability to complete tasks with minimal supervision	ED	2	Work with minimal supervision
EF002	Define, prioritize and complete tasks without direct supervision			
		ED	3	Work within budgetary constraints
EB004	Describe techniques for demonstrating personal accountability and work productivity	ED	4	Demonstrate ability to stay on task to produce high quality deliverables on time
		EE		DIVERSITY AWARENESS
EB005	Define discrimination, harassment, and equity	EE	1	Recognize diversity, discrimination, harassment, and equity
EB006	Demonstrate non-discriminatory behavior			

OC004	Demonstrate sensitivity to cultural diversity in the workplace			
EC007	Demonstrate appropriate employee interactions in workplace situations	EE	2	Work well with all customers and co-workers
EC008	Explain the importance of maintaining professionalism in work relationships			
EB001	Identify the characteristics of a diverse workplace	EE	3	Explain the benefits of diversity within the workplace
EE001	Explain the importance of respect for feelings and beliefs of others	EE	4	Explain the importance of respect for feelings, values, and beliefs of others
EE002	Identify strategies to bridge cultural differences and using differing perspectives to increase quality of work	EE	5	Identify strategies to bridge cultural/generational differences and use differing perspectives to increase overall quality of work
EE003	Same Verbiage	EE	6	Illustrate techniques for eliminating gender bias and stereotyping in the workplace
EE004	Identify ways that tasks in the workplace environment can be structured to accommodate the diverse needs of workers	EE	7	Identify ways tasks can be structured to accommodate the diverse needs of workers
		EE	8	Recognize the challenges and advantages of a global workforce
		EF		TEAMWORK
EC004	Contrast the roles of a team with the roles of an individual	EF	1	Recognize the characteristics of a team environment and conventional workplace
EC002	Perform techniques used as a team leader	EF	2	Contribute to the success of the team

EC003	Identify components of group dynamics			
EC005	Demonstrate productive relationships within the work group			
EC009	Assume shared responsibility for collaborative work			
EC001	Demonstrate the characteristics of a team player	EF	3	Demonstrate effective team skills and evaluate their importance in the workplace (e.g., setting goals, listening, following directions, questioning, dividing work)
		EG		CREATIVITY AND RESOURCEFULNESS
		EG	1	Contribute new ideas
		EG	2	Stimulate ideas by posing questions
		EG	3	Value varying ideas and opinions
		EG	4	Locate and verify information
		EH		CONFLICT RESOLUTION
EC006	Demonstrate knowledge of conflict resolution techniques	EH	1	Identify conflict resolution skills to enhance productivity and improve workplace relationships
		EH	2	Implement conflict resolution strategies and problem-solving skills
		EH	3	Explain the use of documentation and its role as a component of conflict resolution
		EI		CUSTOMER/CLIENT SERVICE
		EI	1	Recognize the importance of and demonstrate how to properly acknowledge customers/clients
		EI	2	Identify and address needs of customers/clients
		EI	3	Provide helpful, courteous, and knowledgeable service
AA001	Determine the appropriate mode of communication (e.g., print, electronic, face-to-face) for various workplace communications	EI	4	Identify appropriate channels of communication with customers/clients (e.g., phone call, face-to-face, e-mail, website)
		EI	5	Identify techniques to seek and use customer/client feedback to improve company services
		EI	6	Recognize the relationship between customer/client satisfaction and company success

		EJ		ORGANIZATIONS, SYSTEMS, AND CLIMATES
		EJ	1	Define profit and evaluate the cost of conducting business
		EJ	2	Identify "big picture" issues in conducting business
		EJ	3	Identify role in fulfilling the mission of the workplace
OC005	Understand the importance of following labor regulations	EJ	4	Identify the rights of workers (e.g., adult and child labor laws and other equal employment opportunity laws)
		EJ	5	Recognize the chain of command, organizational flow chart system, and hierarchy of management within an organization
		EK		JOB ACQUISITION AND ADVANCEMENT
EA007	Demonstrate the ability to make career decisions	EK	1	Recognize the importance of maintaining a job and pursuing a career
OC006	Demonstrate interpersonal skills needed for job retention			
		EK	2	Define jobs associated with a specific career path or profession
		EK	3	Identify and seek various job opportunities (e.g., volunteerism, internships, co-op, part-time/full-time employment)
EA008	Prepare a resume and letter of application or interest	EK	4	Prepare a resume, letter of application, and job application
EA009	Complete an application for employment			
		EK	5	Prepare for a job interview (e.g., research company, highlight personal strengths, prepare questions, set-up a mock interview, dress appropriately)
EA010	Participate in an employment interview	EK	6	Participate in a job interview
		EK	7	Explain the proper procedure for leaving a job
		EL		LIFELONG LEARNING

AC006	Utilize technical reading resources (e.g., Agricultural Research, Extension Publications, Progressive Farmer, Farmers Pride, and various types of business strategy books)	EL	1	Acquire current and emerging industry-related information
EF003	Demonstrate commitment to learning as a life-long process	EL	2	Demonstrate commitment to learning as a life-long process and recognize learning opportunities
EF001	Demonstrate initiative to advance skill levels toward professional level	EL	3	Seek and capitalize on self-improvement opportunities
EF005	Discuss the importance of flexible career planning and career self-management	EL	4	Discuss the importance of flexible career planning and career self-management
AA010	Demonstrate basic leadership skills	EL	5	Employ leadership skills to achieve workplace objectives (e.g., personal vision, adaptability, change, shared vision)
EF007	Same Verbiage			
EF009	Understand the importance of job performance evaluation as it relates to career advancement	EL	6	Recognize the importance of job performance evaluation and coaching as it relates to career advancement
EA012	Develop skills to give and receive constructive criticism	EL	7	Accept and provide constructive criticism
EF006	Same Verbiage	EL	8	Describe the impact of the global economy on jobs and careers
		EM		JOB SPECIFIC TECHNOLOGIES
		EM	1	Identify the value of new technologies and their impact on driving continuous change and the need for life-long learning

EF008	Identify career opportunities resulting from new and emerging technologies	EM	2	Research and identify emerging technologies for specific careers
OH005	Anticipate future technologies in agribusiness			
OH001	Distinguish efficient use of technologies	EM	3	Select appropriate technological resources to accomplish work
		EN		HEALTH AND SAFETY
OI005	Determine methods of preventing accidents in the workplace	EN	1	Assume responsibility for safety of self and others
OI006	Assume responsibility for the personal safety of self and others			
OI009	Maintain a clean and safe work facility			
OI002	Evaluate emergency, safety and health rules/procedures	EN	2	Follow safety guidelines in the workplace
OI007	Comply with established safety practices			
OI010	Report unsafe practices to appropriate personnel			
EF004	Discuss how health, motivation, and physical fitness enhance performance	EN	3	Manage personal health and wellness
OCCUPATIONAL				
		OA		BUSINESS MANAGEMENT PRINCIPLES
OA001	Same Verbiage	OA	1	Demonstrate basic record keeping methods
OA002	Same Verbiage	OA	2	Compare sources and terms of credit
OA003	Same Verbiage	OA	3	Choose appropriate financing for the agribusiness

OA004	Same Verbiage	OA	4	Employ the use of budgets for decision making
OA005	Same Verbiage	OA	5	Examine the impact of cash flow on the agribusiness
OA006	Same Verbiage	OA	6	Schedule payments for appropriate taxes for the agribusiness
OA007	Same Verbiage	OA	7	Utilize an accepted method of accounting
OA008	Same Verbiage	OA	8	Use correct agribusiness terminology
OA009	Same Verbiage	OA	9	Evaluate compliance with governmental and industry regulations
OA010	Same Verbiage	OA	10	Assess allocation, procurement, and inventory of resources
		OB		ECONOMIC PRINCIPLES
OB001	Same Verbiage	OB	1	Interpret the laws of supply and demand
OB002	Same Verbiage	OB	2	Illustrate macroeconomic concepts
OB003	Same Verbiage	OB	3	Illustrate microeconomic concepts
OB004	Same Verbiage	OB	4	Describe the components of the American Private Enterprise System
OB005	Same Verbiage	OB	5	Differentiate between basic business structures (e.g., corporations, cooperatives, partnerships, sole proprietorships)
OB006	Same Verbiage	OB	6	Explain concepts associated with international trade
		OC		LABOR MANAGEMENT AND HUMAN RESOURCES
OC001	Same Verbiage	OC	1	Analyze employee benefits and how they can be used as motivational tools
OC002	Same Verbiage	OC	2	Describe methods of screening and testing potential employees
OC007	Same Verbiage	OC	3	Plan and manage work schedules
OC008	Same Verbiage	OC	4	Determine reasons jobs are terminated
		OD		SALES AND MARKETING STRATEGIES
OD001	Same Verbiage	OD	1	Understand the sales process
OD002	Same Verbiage	OD	2	Compare factors that influence buyer motivation
OD004	Same Verbiage	OD	3	Evaluate methods to determine a customer's wants and needs
OD005	Same Verbiage	OD	4	Describe the characteristics of a successful salesperson
OD006	Same Verbiage	OD	5	Analyze a marketing plan for an agricultural product
OD007	Same Verbiage	OD	6	Explain the process to conduct market analysis
OD008	Same Verbiage	OD	7	Assess current market conditions
OD009	Same Verbiage	OD	8	Analyze an advertisement for an agricultural product, service, or agribusiness
OD010	Same Verbiage	OD	9	Develop an advertisement for an agricultural product, service, or agribusiness
OD011	Same Verbiage	OD	10	Determine the impact of transportation on the agribusiness
		OE		AGRICULTURAL POLICY
OE001	Same Verbiage	OE	1	Analyze the history of agricultural policy and predict near and long term policy goals
OE002	Same Verbiage	OE	2	Determine how animal rights groups influence U.S. agricultural policy

OE003	Same Verbiage	OE	3	Determine how agricultural policy and environmental policy compliment and contrast
OE004	Same Verbiage	OE	4	Determine how proactive farm groups influence agricultural policy
OE005	Same Verbiage	OE	5	Analyze the effect of foreign policy on agricultural economics
OE006	Same Verbiage	OE	6	Analyze the effect of technology on agricultural policy
OE007	Same Verbiage	OE	7	Identify how agricultural labor helps determine immigration policy
OE008	Same Verbiage	OE	8	Identify how farmers can protect agricultural land using existing local, state, and federal laws /regulations.
OE009	Same Verbiage	OE	9	Understand how state government forms and implements state farm policy
OE010	Same Verbiage	OE	10	Understand how the federal government forms and implements federal farm policy
		OF		IMPORTANCE OF ENTREPRENEURSHIP
OF001	Same Verbiage	OF	1	Create a business plan for an agricultural product, service, or agribusiness
OF002	Same Verbiage	OF	2	Present a business proposal for an agricultural product, service, or agribusiness
OF003	Same Verbiage	OF	3	Formulate individual and business goals and objectives
OF004	Same Verbiage	OF	4	Conduct a self-analysis to determine strengths and weaknesses
OF005	Same Verbiage	OF	5	Evaluate the purposes of taxes
OF006	Same Verbiage	OF	6	Distinguish between taxable and non-taxable items
OF007	Same Verbiage	OF	7	Analyze the various types of tax credits
OF008	Same Verbiage	OF	8	Understand local, state, and national regulations and their implications
OF009	Same Verbiage	OF	9	Develop a marketing plan for an agricultural product, service, or agribusiness
OF010	Same Verbiage	OF	10	Determine the impact of quality on profit
		OG		RISK MANAGEMENT
OG001	Same Verbiage	OG	1	Determine how enterprise diversification can curtail production risks
OG002	Same Verbiage	OG	2	Identify insurance strategies to minimize risk
OG003	Same Verbiage	OG	3	Analyze marketing techniques (contracts, futures, options) that reduce risk
OG004	Same Verbiage	OG	4	Determine how personal strengths in marketing can alleviate some risk
OG005	Same Verbiage	OG	5	Assess and manage risks (e.g., financial, environmental, workplace) to reduce liability
OG006	Same Verbiage	OG	6	Conclude how recruitment and training of employees can be used to manage risk
OG007	Same Verbiage	OG	7	Determine how business structure can affect the risk in the agricultural business
OG008	Same Verbiage	OG	8	Analyze how the uses of state and federal programs can reduce risk
OG009	Same Verbiage	OG	9	Develop a risk management plan
		OH		INDUSTRY TECHNOLOGIES
OH002	Same Verbiage	OH	1	Apply appropriate software applications (e.g., spreadsheets, word processing, databases)
OH003	Same Verbiage	OH	2	Integrate web applications and Internet sales applications in agribusiness

OH005	Anticipate future technologies in agribusiness	OH	3	Research future technologies in agribusiness
		OI		SAFE WORKPLACE ENVIRONMENT
OI001	Same Verbiage	OI	1	Follow theft and security procedures
OI003	Same Verbiage	OI	2	Calculate immediate and real costs of an accident
OI004	Same Verbiage	OI	3	Recognize hazardous substances in the workplace
OI008	Same Verbiage	OI	4	Locate fire exits and fire-fighting equipment
OI011	Same Verbiage	OI	5	Identify local, state, and federal regulations for employees